



Financial Aid Handbook 2018 - 19



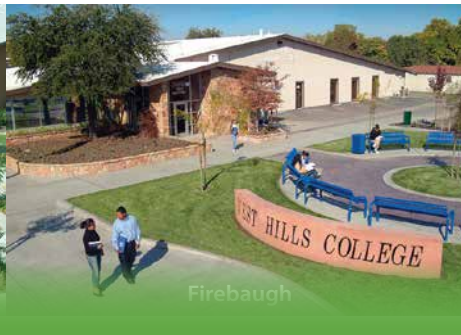
Important Dates Fall 2018

- Aug 10 . Fall 2018 Semester Begins
- Aug 10 . 1st Financial Aid Disbursement (Pell)
- Sep 2 . . 2nd Competitive Cal Grant Deadline for CC Students
- Sep 7 . . SEOG Disbursement
- Sep 21 . Cal Grant Disbursement
- Sep 21 . 1st Loan Disbursement for Previous Borrowers
- Oct 1 . . 2019-20 FAFSA Available Online
- Oct 5 . . 1st Loan Disbursement for 1st Time Borrowers
- Oct 22 . Fall Deadline to submit Loan Application
- Nov 2 . . Fall Deadline to submit SAP Appeal
- Dec 14 . Fall 2018 Semester Ends

Important Dates Spring 2019

- Jan 1 . . 2019-20 FAFSA Online Continues
- Jan 11 . . Spring 2019 Semester Begins
- Jan 11 . . 1st Financial Aid Disbursement (Pell)
- Feb 8 . . SEOG Disbursement
- Feb 22 . Cal Grant Disbursement
- Feb 22 . 1st Loan Disbursement for Previous Borrowers
- Mar 2 . . FAFSA/Dream Act Filing deadline for Cal Grant Priority
- Mar 8 . . 1st Loan Disbursement for 1st Time Borrowers
- April 5 . Spring Deadline to submit SAP Appeal
- Apr 15 . Spring Deadline to submit Loan Application
- May 25 . Spring 2019 Semester Ends
- June 8 . 1st Summer Financial Aid Disbursement (Pell)

West Hills College Financial Aid Offices



Coalinga

300 Cherry Lane
Coalinga, CA 93210

Office Hours

(Hours subject to change. Call for updated hours)

Monday, Tuesday, Wednesday 8:00 a.m. — 5:00 p.m.

Thursday 10:00 a.m. — 5:00 p.m.

Friday 8:00 a.m. — 5:00 p.m.

Contact Us

(559) 934-2310 phone — (559) 934-2830 fax

North District Center — Firebaugh

1511 Ninth Street
Firebaugh, CA 93622

Office Hours

(Hours subject to change. Call for updated hours)

Monday-Friday 8:00 a.m. — 5:00 p.m.

Contact Us

(559) 934-2961 phone — (559) 934-2877 fax

Lemoore

555 College Avenue
Lemoore, CA 93245

Office Hours

(Hours subject to change. Call for updated hours)

Monday, Tuesday, Thursday 8:00 a.m. — 5:00 p.m.

Wednesday 10:30 a.m. — 5:00 p.m.

Friday 8:00 a.m. — 12:00 p.m.

Contact Us

(559) 925-3310 phone — (559) 925-3820 fax

Financial Aid Handbook 2018 - 19

Table of Contents

Important Dates Fall 2018.....	1
Important Dates Spring 2019	1
West Hills College Financial Aid Offices.....	2
Applying for Financial Aid.....	4
CA College Promise Grant (CCPG) [<i>formerly known as Board of Governors Fee Waiver (BOG)</i>]	4
Free Application for Federal Student Aid (FAFSA)	4
Dependency Status.....	5
Processing Your Financial Aid.....	6
Requested Documents	6
Verification.....	6
Financial Aid Research Study.....	6
Awarding Financial Aid.....	7
Award Notification	7
First Pell Disbursement (Aid Like a Paycheck)	7
Receiving Your Financial Aid Disbursement.....	7
Direct Deposit.....	8
Scholarship Checks.....	8
Eligibility Standards for Satisfactory Academic Progress (SAP).....	8
Educational Plans for Financial Aid Students.....	8
Privacy & Authorization to Release Information.....	8
Federal Eligibility Criteria	9
Financial Eligibility.....	9
Fraud	10
California Dream Act for AB540 Students	10
Types of Aid	11
Government Aid.....	11
Federal Work Study.....	12
William D. Ford Federal Direct Loans.....	12
Overpayment of Pell Grant.....	15
Important Government/Federal Regulations That May Affect Your 2018-19 Financial Aid Eligibility.....	16
Pell Grant Lifetime Eligibility Used (LEU).....	16
High School Diploma, GED Requirements	16
Undeclared Major Not Eligible for Federal Financial Aid	16
Student Loan Limits for First Time Borrowers and Interest Subsidy.....	16
Pace of Progress.....	16
Financial Aid Course Repeat Policy	16
Educational Plans.....	16
Constitution Day	16
Consumer Information & Other Resources.....	17
Index.....	19
West Hills College Financial Aid Offices.....	20

Applying for Financial Aid

CA College Promise Grant (CCPG) [formerly known as Board of Governors Fee Waiver (BOG)]

The California College Promise Grant (CCPG) will waive your enrollment fees at West Hills College for the entire school year as long as academic progress is maintained. This means you will not have to pay the \$46/unit enrollment fee for your classes. The CCPG is not a cash award and is only available for California residents**.

Apply for a CCPG by completing the Free Application for Financial Aid (FAFSA), the California Dream Act Application for AB540 students, or the CCPG Application. The CCPG application will consider a student for the CCPG only. Students who complete a FAFSA or Dream Act application will be considered for the CCPG as well as other forms of aid.

All students must complete new applications each school year beginning October 1st for the upcoming school year, which begins with the Summer term and ends with the Spring term.

Once you qualify for a CCPG, it remains active for the remainder of the school year as long as academic progress is maintained. The CCPG is not retroactive. If you qualify for a CCPG and have already paid your enrollment fees, you will need to request a refund from the Business Office. You may submit this request online through your MyWestHills Portal.

The CA College Promise Grant (CCPG) is subject to the State of California regulations. Eligibility is determined and academic standing is monitored by the Registrar's Office. Students who are placed on Academic Probation or Academic Dismissal may lose BOG eligibility for Fall 2018 and/or Spring 2019.

*** AB540 students are considered California Non-Residents and are also eligible to receive the CCPG. See page 10 for more information on AB540 and the California Dream Act Application.*

Loss of CA College Promise Grant and the Appeal Process

Students who have lost CA College Promise Grant eligibility may complete and submit an Appeal Form for Registration Priority and CA College Promise Grant Reinstatement to the appropriate office for review.

Free Application for Federal Student Aid (FAFSA)

All students applying for federal financial aid must create an FSA ID and password and complete an application online at www.fafsa.gov. See page 11 for an overview of the types of aid the FAFSA can offer students.

The Priority Filing Deadline for FAFSA is:

March 2nd each year

Students who miss this deadline should still apply!

Be sure to list the Federal School code for the campus you plan to pursue your degree/certificate of achievement at.*

West Hills College Coalinga: **001176**

West Hills College Lemoore: **041113**

**Students who put both Lemoore and Coalinga school codes on their FAFSA will experience delays, and must change the code to reflect only one campus.*

FAFSA results are emailed to the student in the form of a Student Aid Report (SAR). As soon as you receive your SAR, look it over carefully to make sure all the information is correct and that your FAFSA has not been rejected.

Check:

- Names on FAFSA are identical to names on social security cards, no nicknames or abbreviations.
- Social Security Number
- Birthdate
- Income information
- Academic level/goal
- Tax data obtained using FAFSA's IRS Data Retrieval Tool

If corrections are not needed, keep the SAR for your records. Unnecessary corrections will cause delays in your financial aid.

If you need to make corrections, do them online at www.fafsa.gov.

Dependency Status

The federal government expects students and their families to contribute toward educational expenses. You are considered dependent and are required to provide parental information on the FAFSA unless:

- You were born before January 1, 1995; or
- You are married at the time of application: (Answer “yes” if you are separated but not divorced.); or
- You have or will have children who receive more than half of their support from you between July 1, 2018 and June 30, 2019; or
- You have dependents (other than your spouse or children) who live with you, receive more than half their support from you, now and through June 30, 2019; or
- You are a veteran of the U.S. Armed Forces; or
- You are serving on active duty in the U.S. Armed Forces for purposes other than training; or
- You are enrolled in a master’s or doctorate program (such as MA, MBA, MD, ID, PhD, EdD, graduate certificate); or
- At any time since you turned age 13, both of your parents were deceased, you were in foster care or were a dependent or ward of the court for legal guardianship (not probation); or
- You are or were an emancipated minor as determined by a court in your state of legal residence; or
- You are or were in legal guardianship (not your parents) as determined by a court in your state of legal residence; or
- On or after July 1, 2017, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless; or
- On or after July 1, 2017, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless; or
- On or after July 1, 2017, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or self-supporting and at risk of being homeless.

Students who meet any one of the criteria listed above are considered independent and, if currently married are required to also provide spouse’s information on the FAFSA.

Dependency Status Override

Students with adverse or unusual circumstances may be considered for a dependency status change by submitting a Request for Dependency Override to the Financial Aid Office. If you have any questions, please contact our office.

Submit your FAFSA without parental data. Once West Hills College receives your FAFSA, submit the Dependency Override along with all other requested paperwork. If your petition is approved, the college will resubmit your FAFSA as an Independent student. A Request for Dependency Status Override must be renewed each academic year.

Processing Your Financial Aid

Requested Documents

Filing the FAFSA is just the first step! You may be required to submit additional documents to complete your financial aid file. You will be notified by email how to view the required document requests through your MyWestHills Portal under “Financial Aid” and click on “Financial Aid Documents”. Always be sure to keep your email, phone number and mailing address current through the MyWestHills Portal.

The Financial Aid Office will only contact students through their student email accounts in the MyWestHills Portal. If you do not submit the required documents, your financial aid will not be processed.

Verification

You may be randomly selected by the Federal Processor (FAFSA) for verification. This means that we are required to verify such things as your household size, number in college, income, and/or asset information.

If you are selected for Verification, Verification Worksheets will be requested. Verification Worksheets for students and parents can be found on the Forms page of the Financial Aid webpage and in person at the Financial Aid Office. Worksheets must be completed, signed and submitted with no blanks.

If you do not select the IRS Data Retrieval Link on the FAFSA, you will be required to submit your 2016 Federal Tax Transcript, and in the case of dependent students, your parents’ 2016 Federal Tax Transcript from the IRS. If you do not enter wages on your FAFSA, you may be asked to submit your 2016 W2s, 1099s, and disclose all wages earned ‘under the table.’ Parents and Independent students who do not file a Federal Tax Return will be expected to submit a “Verification of Nonfiling” letter from the IRS.

Financial Aid Research Study

West Hills College is working with a research organization called MDRC to learn how financial aid can best assist students with managing their finances and succeeding in college.

As part of this study, West Hills College will share student records data with MDRC. The data includes personal identifiers, such as name and contact information, enrollment, credits attempted and completed, grades, and financial aid funds awarded/disbursed. Any information that MDRC collects for the study will be kept confidential and will be used for research purposes only. Paper research records that include identifying information such as names, addresses, or the last four digits of your Social Security Number will be kept in locked filing cabinets or locked offices at MDRC. Computerized research data will be kept in password-protected files. All paper and computerized files containing identifying information will be destroyed at the end of the study.

Researchers may contact students to ask questions about financial aid and their experiences in college. Participation in these follow up activities will be voluntary. Students can opt out of participating in this study. If you have any questions about the study, or don’t want to be contacted or have your data shared with MDRC, please email ALAP@mdrc.org and include your student ID number.

Awarding Financial Aid

Award Notification

An 'Award Letter' email will be sent to you after your file and academic progress have been reviewed. Award amounts shown are based on full-time enrollment (12 or more units). The actual amount received will differ if your enrollment status is less than full-time or changes. You can view your estimated award amounts on your MyWestHills Portal.

Note: If you are repeating a course you have previously passed, its units may not count toward your financial aid award. (See page 16 for Financial Aid Course Repeat Policy.)

Federal regulations require that all types of financial aid be coordinated. You must inform the Financial Aid Office if you receive any aid not listed on your Award Letter such as scholarships, stipends, and vocational rehabilitation. A revision to your financial aid may be necessary.

First Pell Disbursement (Aid Like a Paycheck)

If you are eligible for an annual Pell Grant of more than \$2,000, your Pell Grant will be disbursed throughout the award year in multiple installments. If the annual Pell Grant amount is less than \$2,000, then you will receive one disbursement per term. The first award amount (approximately 30%) of the Pell Grant will be disbursed on the first day of the term (Friday). All awards are mailed as a paper check or deposited electronically in your checking or savings account. We strongly encourage you to use Direct Deposit. If you choose not to participate in Direct Deposit, a check will be mailed to the address in your MyWestHills Portal on the day of the disbursement and there is no guarantee as to how long it will take you to receive your checks.

PELL Grant: Disbursement dates depend on when your completed file is reviewed and will reflect your actual enrollment status at the time of payment. If you get paid for a class that you do not attend, you will owe money. You may receive less Pell Grant than the amount on your Award Letter if your enrollment status is less than full-time and/or if you owe student charges (i.e. West Hills College Lemoore Associated Student Body Fee).

West Hills College Scholarships: If you have been awarded a scholarship, it will be available the first week of the term unless you do not meet enrollment requirements for your specific scholarship at that time. Scholarships requiring enrollment verification will be disbursed within two weeks after confirmation of your updated enrollment status. For more information on the West Hills College General Scholarship visit: <http://westhillscollege.com/district/foundation/scholarships/index.asp>

Note: For Summer term, no adjustments are made once you have been awarded.

Subsequent Disbursements

The remainder of the Pell Grant will be disbursed biweekly on Fridays throughout the term. Other grants like FSEOG, EOPS/CARE, Cal Grants B or C, Full Time Student Success Grant, or CC Completion Grant have distinct disbursement dates throughout the term. If you see one of these grants listed on your Award Letter, please go to the following link for the disbursement dates:

http://www.westhillscollege.com/lemoore/financial_aid/disbursement-calendar.asp

Receiving Your Financial Aid Disbursement

Students who are eligible for a financial aid disbursement will receive a check mailed to the address on file in their MyWestHills Portal. Checks are disbursed biweekly throughout the term and can expect to be received in the mail within 10 business days afterwards, oftentimes sooner.

Students who have changed addresses must update their information with the Financial Aid Office immediately. Requests for replacement checks will not be accepted prior to two weeks after the attempted disbursement to allow for variances in postal delivery times. If you still have not received your disbursement two weeks after the attempted date, you must contact the Business Services Office at 934-2115 to initiate the request for a replacement.

Direct Deposit

Students are encouraged to have their financial aid directly deposited into their bank accounts by enrolling in Direct Deposit* at the Financial Aid Office. Direct Deposit enrollments must be received at least 30 days prior to the disbursement date to guarantee it will be set up in time. Students who submit the form late will receive a mailed check for their first disbursement and direct deposit will be set up later.

Students who have changed bank accounts must update their information with the Financial Aid Office immediately. Disbursements that are deposited into closed accounts will incur a \$30 fee and the remaining amount will be mailed to the student. If you wish to change your account information for Direct Deposit, you must submit a Direct Deposit Cancel/ Change Form in addition to either a new Direct Deposit Enrollment Form or Opt-Out Form with a mailing address.

**Please note Direct Deposit for Financial Aid payments is distinct and separate from Direct Deposit for Federal Work Study students.*

Scholarship Checks

Students who have been awarded a scholarship from the West Hills College General Scholarship program will have paper checks available for them at the Student Services Office starting the first week of classes each term. Students must come with a photo I.D. to retrieve their scholarship check.

Scholarships that require a certain enrollment level will not be issued to students until they are officially registered in the required amount of units which may be after the first week of the semester.

Eligibility Standards for Satisfactory Academic Progress (SAP)

To meet academic eligibility standards, you must:

- Complete at least 70% of units attempted each term.
- Maintain a Grade Point Average of at least 2.0
- Not have exceeded 150% of your program attempted units (i.e. 90 units for a 2-year AA or AS). For details, see our Satisfactory Academic Progress (SAP) Policy: http://westhillscollege.com/lemoore/financial_aid/sap.asp

Academic Progress Standards apply to all terms including summer.

Educational Plans for Financial Aid Students

State law requires that all community college students have an Educational Plan (Ed Plan). Financial Aid will continue to require Ed Plans for appeals. Having an Ed Plan keeps you on track to reach your goal and is one of the requirements in order to maintain your priority registration.

There are two types of Ed Plans:

- An Abbreviated Ed Plan (1 to 2 semesters to get you started) and
- A Comprehensive Ed Plan (laying out all of the courses you need to reach your goal at West Hills College).

A Comprehensive Ed Plan is required for students submitting a Maximum Time Frame Appeal. An Abbreviated Education Plan will suffice for a Financial Aid SAP Appeal.

All Ed Plans for Financial Aid purposes must be approved by a West Hills College Counselor or Academic Advisor.

Privacy & Authorization to Release Information

Due to the Family Educational Rights and Privacy Act (FERPA), we cannot release student financial aid information to anyone other than you, the student. If you wish your information to be released to someone else, you must submit an Authorization to Release Information Form (FERPA) to the Financial Aid Office. The form is available online on the Forms Link or in-person.

College students who are under 18 years old are not exempt from these Federal privacy rules. Parents of minors must be authorized individuals as allowed by the student for the Financial Aid Office to release information.

Privacy—Federal Educational Privacy Rights (FERPA) and Authorization to Release Information

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Federal Eligibility Criteria

To be eligible to receive federal financial aid, you must meet the following requirements:

- Have a high school diploma, GED, or its equivalent
- Have a declared major
- Be working toward an eligible program (i.e. Associate Degree, transfer toward a Bachelor's Degree, or a Certificate of Achievement) *Local Certificates are NOT eligible programs.*
- Be a U.S. citizen or an eligible non-citizen
- Have completed all required forms
- Maintain Satisfactory Academic Progress
- Have financial need (except in the case of unsubsidized loans)
- Be in compliance with Selective Service Registration (men)
- Not owe a refund or repayment on a federal grant
- Not be in default on a federal student loan
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid.

Financial Eligibility

Cost of Attendance

A student budget that includes standard fees and costs is assigned to all financial aid recipients. The budget is based on data provided by the California Student Aid Commission.

Standard student budgets are constructed recognizing the different costs for students living at home or living away from home. A student who does not qualify for California residency is classified as a non-resident student and is required to pay a non-resident tuition fee. The fee for non-resident tuition is \$325.00 per unit effective Fall 2017. This fee is in addition to the \$46 per unit enrollment fee mandated by the State of California.

Cost of Attendance (Fall & Spring)			
	At Home	Away From Home	On Campus (Coalinga Only)
Enrollment Fees**	1380	1380	1380
Books/Supplies	1918	1918	1918
Food/Housing	5418	13780	7977
Transportation	1108	1252	846
Personal/Misc.	3258	2998	2394
Total***	13082	21328	14515

**Enrollment Fees are based on 15 units per semester at \$46/unit

*** For out of state students, add \$9,750, for tuition to the Total. These fees/tuition are subject to change.

Expected Family Contribution (EFC)

Your Expected Family Contribution (EFC) is calculated using the information you provided on the FAFSA. The Federal Processor calculates a Student Contribution for all students and a Parent Contribution for Dependent students based on income, assets, household size, age and other factors. The EFC is the amount of money you and your family are expected to contribute toward your own educational costs.

How to Calculate Financial Need

Your Cost of Attendance

- (minus) Your Expected Family Contribution (EFC)

- (minus) Other Resources (e.g., Scholarships)

= Your Financial Need

Fraud

Any individual committing fraud on an application for financial aid, or any individual who fraudulently manipulates the financial aid programs or process for personal gain will be reported to the Department of Education, Office of Inspector General.

Cases of suspected fraud which results in the receipt of aid, will be reported for possible collection of funds and/or prosecution. These include:

- Knowingly misrepresenting family or financial information,
- Purposefully certifying false statements as true and correct,
- Intentionally falsifying, misrepresenting or altering documents used in the financial aid process.

California Dream Act for AB540 Students

You are an AB540 student if:

- You are a U.S. Citizen but do not meet State Residency Requirements or;
- You are neither a U.S. Citizen nor an Eligible Non-Citizen (commonly referred to as “undocumented”); and
- You attended a CA elementary or secondary school for at least three years; and
- graduated from a California High School with a diploma, GED, or passed the CA High School Proficiency Exam, and are registered at a California Community College.

The Dream Act AB130 (effective 01/01/13) and Act AB131 allow AB540 students at West Hills College to be considered for the following types of aid:

- CA College Promise Grant (CCPG)
- Cal Grants B & C (must meet the March 2nd deadline)
- Full Time Student Success Grant
- Community College Completion Grant
- Scholarships
- General Foundation Scholarships
- President’s Scholars
- Engineering Scholars
- Private Scholarships
- EOP&S/CARE
- CalWORKs
- Chafee Grant (for former foster youth)

AB540 Students can apply for the CA College Promise Grant and Cal Grant using The California Dream Act Application at

dream.csac.ca.gov or www.caldreamact.org

Separate applications exist for other scholarships and grant programs. Turn to Resources on page 17 for information about these other programs or visit the Financial Aid Office at your campus.

Types of Aid

Government Aid

Federal Aid

Pell Grant -- maximum annual award \$6,095 ** See Year-Round Pell Grant

Supplemental Education Opportunity Grant (SEOG) -- maximum annual award \$400

Federal Work Study -- annual award based upon financial need

Direct Student Loans -- see page 13 for annual loan amounts

*** Year-Round Pell Grant -- For a student to receive additional Pell Grant funds in excess of 100 percent of the scheduled award, the student must be eligible to receive those funds for the payment period and be enrolled in at least half-time (6 units) in the payment period(s). The college must pay the student all of the student's eligible Pell Grant funds, up to 150 percent of the scheduled award for the award year. The Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU).*

California State Aid

CA College Promise Grant (CCPG) -- annual award \$1,380

Cal Grant B & C -- maximum annual award for Cal B \$1,672 & Cal C \$1,094

Full Time Student Success Grant (FTSSG) -- maximum annual award \$1,000

Community College Completion Grant (CCCG) -- maximum annual award \$1,500

Chafee Grant for Foster Youth -- maximum annual award \$5,000

EOPS/CARE -- amounts determined by EOPS funding CalWORKs

For detailed information on the types of financial aid administered at West Hills College visit: <http://www.westhillscollege.com/admissions/grants-and-scholarships/>

Scholarships

The West Hills Community College Foundation offers a General Scholarship Application each academic year. In addition, the President's Scholar Program and Engineering Scholarship program are also available. Visit the link below for more information:

<http://www.westhillscollege.com/admissions/grants-and-scholarships/>

Scholarship Information is FREE!

Beware of scholarship scams that ask you to pay for financial aid and scholarship information. Before you pay for information, contact the Financial Aid Office or go to the Federal Trade Commission's website for Scholarship Scams at: www.ftc.gov/scholarshipcams

NEVER pay to apply for financial aid or scholarships!

Finding Outside Scholarships

There are hundreds of legitimate scholarship opportunities an ambitious student can discover. The easiest way to match your particular goals and interests with scholarship opportunities is to search online. There are several FREE online scholarship searches available.

Here is a small list to get you started:

www.nerdscholar.com

www.schoolsoup.com

www.fastweb.com

<https://bigfuture.collegeboard.org/scholarship-search>

Scholarships can be found almost anywhere. Be sure to ask your current employer or parent's employer if they offer scholarship programs. Even your bank or credit union may have one available!

Federal Work Study

West Hills College participates in the Federal Work Study Program (FWS) which provides employment opportunities to eligible students. This is an award to work in a job on-campus. Hourly wages on campus currently pay \$11. Students receive a monthly paycheck for hours worked and can earn up to the amount of their award. Students are limited to 19 hours a week, but can work up to 25 hours during summer months.

How much you are eligible to receive depends on your financial need, the amount of other aid you receive, and the availability of funds at your school. Unlike the PELL Grant, which provides funds to every eligible student, the campus-based programs provide a certain amount of funds for each participating school to administer each year. When all the money for the FWS program has been allocated, no more awards will be made.

Priority is given to students who meet the March 2nd deadline, had work study employment at West Hills College during the prior academic year, and are making Satisfactory Academic Progress. Work Study funds are limited and are awarded on a first come first serve basis. The Congressional sequestration may affect West Hills College's Federal Work Study allocation for the 2018-19 academic year.

Conditions of Eligibility:

To be eligible for federal work study, a student must:

- Demonstrate financial need
- Enroll in a minimum of 6 units, 12 or more is preferred
- Maintain Satisfactory Academic Progress (SAP) -- See page 8 for SAP

Standards Student eligibility may change based on:

- Adjustments to student's need calculations due to other sources of aid (I.e.: Pell Grant, Cal Grant, Student Loans, and Scholarships)
- Enrollment status changes
- Financial aid denial

How to apply:

Students interested in applying for work study must first complete the FAFSA and then the Work Study Application. The Work Study Application can be found in the administration building in the Financial Aid Department and can also be found on the West Hills website under Financial Aid Forms. The completed application is turned into the Work Study Coordinator in the Financial Aid Department.

William D. Ford Federal Direct Loans

Types of Loans

Subsidized Direct Loan - 4.45% fixed interest

While you are in school at least half-time, during your repayment period, and during any approved deferment periods, the federal government will pay the interest on your subsidized loans. After you graduate, withdraw from school, or drop below half-time enrollment, there is a six month grace period before repayment of the loans begins. When you enter repayment, you are responsible to begin repaying the amount you borrowed as well as the interest that will accrue during the repayment period.

Unsubsidized Direct Loan – 4.45% fixed interest

Interest accrues immediately after disbursement. If you borrow unsubsidized loans, we strongly recommend that you begin making interest payments right after you receive your loan check. If you do not make interest payments while you are in school, the interest continues to accrue and is added (capitalized) to your principal loan balance at repayment. When interest capitalization occurs, you will then be paying interest on top of interest which greatly increases the amount of your loan and the total amount you will be repaying. This should be a loan of last resort!

Parent PLUS Loan—7% fixed interest

Interest accrues immediately after disbursement. Your parent is the borrower and must pass a credit check to qualify. Parents may borrow up to the student's cost of attendance (as determined by the college) minus any other financial

aid received. Similar to the Unsubsidized Direct Loan, if your parent does not make interest payments while you are in school, the interest continues to accrue and is added (capitalized) to the principal loan balance at repayment.

Loan Borrowing Limits				
Dependent Students	Subsidized/Unsubsidized	Additional Unsubsidized	Yearly Maximum	Lifetime Undergraduate Limits
Grade Level 1 0-29.9 completed units	\$3,500	\$2,000	\$5,500	\$31,00 total, no more than \$23,000 can be subsidized
Grade Level 2 30+ completed units	\$4,500	\$2,000	\$6,500	
Independent Students	Subsidized/Unsubsidized	Additional Unsubsidized	Yearly Maximum	Lifetime Undergraduate Limits
Grade Level 1 0-29.9 completed units	\$3,500	\$6,000	\$9,500	\$57,000 total, no more than \$23,000 can be subsidized
Grade Level 2 30+ completed units	\$4,500	\$6,000	\$10,500	

*** There is a 1.066% Origination Fee for all Direct Subsidized and Unsubsidized Loans that are first disbursed between July 1, 2018 and September 30, 2018. The Origination Fee may change for new loans disbursed after October 1, 2018.*

Note: West Hills College does not participate in the Private Alternative Loan Program.

Terms and Conditions - How to Apply for a Student Loan

Loans must be repaid. Students interested in borrowing Direct Loans must apply each school year. To apply, you must:

1. Complete the FAFSA and establish eligibility
2. Complete your financial aid file by submitting all requested forms
3. Attend a Loan Workshop (call to schedule)
4. You will complete Entrance Counseling and a Master Promissory Note at the workshop.
5. Complete the required Student Loan Request Form
6. Be enrolled in & attending 6 or more degree applicable units from your Educational Plan each semester
7. Meet West Hills College's semester deadlines: (Fall 2018 – 10/22/18; Spring 2019 – 4/15/19)

Loan Processing Timelines

Financial Aid will not start processing Student Loan Requests until after the start of each Fall and Spring term after academic progress has been determined. Loan funds are disbursed 4-6 weeks after submitting your Request but not earlier than until after the seventh week of the term. 4-6 weeks is in addition to financial aid processing timelines, as we must review your eligibility for gift aid prior to consideration for loans.

There will be up to five biweekly loan disbursements for Fall and Spring terms. The initial disbursement for PLUS, subsidized, and unsubsidized direct loans will be September 21, 2018 (October 5, 2018 for first time borrowers) for Fall 2018 term and February 22, 2019 (March 8, 2019 for first time borrowers) for Spring 2019 term.

Exit Counseling

Loan EXIT Counseling is REQUIRED:

- If you drop below half-time enrollment (6.0 units)

Within 30 days PRIOR to graduating or leaving West Hills College You may complete Loan Exit Counseling online at www.studentloans.gov

Repayment of Loans

William D. Ford Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. Direct Loans are a form of financial aid and must be repaid with interest.

Loan Policies and Regulations for 2018-19

Federal regulation states new borrowers (beginning July 1, 2013) may only receive subsidized loans up to 150% of the published length of their current program. Students may lose interest subsidy if they change their program and don't complete within the specified time.

Interest subsidy during the six month grace period was eliminated for loans made after July 1, 2012. The repayment period still begins six months after the student is no longer enrolled at least half-time but the interest that accrues during those six months is payable by the student.

Withdrawal and Repayment

If you receive Federal Student Aid and withdraw from all of your classes before completing more than 60% of the term, you will be required to return any unearned federal funds. The Financial Aid Office will calculate the amount. Federal Work Study earnings are excluded from the calculation. If you were awarded aid and drop or are dropped from all of your classes before the published Census Date, you must repay the full amount received.

Your withdrawal from college date is:

- The date you notify the Financial Aid Office that you intend to completely withdraw, or
- The midpoint of the term if:
 - ◊ You leave without notifying the college, or
 - ◊ You receive all Fs and/or NP's or Instructor Drops, or
 - ◊ Your last date of attendance in class as determined by the instructor.

Students who receive either all F's or NP's or Instructor Drops will be considered unofficially withdrawn and the percentage at the midpoint (50%) of the enrollment period will be used to calculate unearned aid.

Students who have loans will have to return funds in accordance with the terms of the Master Promissory Note (MPN).

You have 45 days from the date you withdraw to repay unearned federal aid in full to the college. You will be unable to receive academic transcripts or register for future classes at West Hills College until you clear this debt.

The Financial Aid Office uses your withdrawal date to calculate the amount of federal aid you may owe. Within 30 days, we will notify you of any repayment or offer you a Post Withdrawal Disbursement.

For example:

At full-time enrollment (12 units) you are awarded a \$2,960 grant. There are 127 days in the term and you withdraw on the 45th day. 35% of your grant was earned and 65% was unearned.

$\$2,960 \times 65\% = \$1,924.00$. This is your unearned amount.

The total amount of grant aid disbursed is multiplied by 50%. This is your "grant protection."

$\$2,960 \times 50\% = \$1,480.00$

The college will owe the federal government a share of the grant based on how many units you took.

$12 \text{ units} \times \$46/\text{unit} = \$552$

$\$552 \times 65\%$ (unearned) = **$\$358.80$ (aid college owes to the federal program).**

$\$1,924.00$ (unearned) - $\$358.80$ (unearned) = **$\$1,565.20$.**

This is the initial total of unearned aid.

$\$1,565.20$ (unearned) - $\$1,480.00$ (amount after grant protection) = **$\$85.20$ (aid you owe to the federal program).**

You would owe \$85.20 to the federal program and \$358.80 to the college.

$\$85.20 + \$358.80 = \$444.00$ (your total repayment).

This amount will be charged to your student account.

Overpayment of Pell Grant

If you **drop classes** during the add/drop period and this results in a change of your enrollment status, **you may owe money**.

If you get paid for a class that you never attend, you will owe money. This includes short-term and weekend classes.

If you owe an overpayment, you have 30 days to repay the college in full or it will be reported to the Department of Education (DOE). You will not be able to register for classes at West Hills College or receive transcripts until the overpayment has been paid. Once reported to the DOE, a national hold will be placed on your student aid eligibility and you will not be able to receive further financial aid from any college until after it has been paid in full.

For example...

Student G. Eagle enrolls full-time (12+ units) at the beginning of the semester and receives her first financial aid disbursement. G. Eagle then decides that she needs a part-time job.

If she drops to:

- 3/4 time (9-11.9 units), she will not receive a 2nd disbursement but will receive the 3rd-8th disbursements;
- 1/2 time (6-8.9 units), she will owe money and not receive any disbursements until the 4th-8th disbursements;
- Less than 1/2 time (less than 6 units), she will not receive additional disbursements and will owe all or a portion of the first disbursement back to the college.

Post Withdrawal Disbursement

If you did not receive all of your earned federal aid and your withdrawal date has been determined, you will receive a Post Withdrawal Disbursement (PWD).

Funds will be disbursed to you within 120 days of the college's determination of your withdrawal date.

To determine if you were eligible to receive federal funds even though none were disbursed, the Financial Aid Office must have:

- Received your valid SAR with calculated EFC (for borrowers) originated your loan request and have a signed MPN (First-year, first-time borrowers must have completed the first 30 days of the term.)
- Have a completed File Review

Withdrawal Dates

If you withdraw from all of your classes before completing 60% of the term, you will be required to return any unearned federal funds.

Drop after this date to avoid owing a repayment:

Fall 2018: 10/24/18 ~ or ~ Spring 2019: 3/29/19

It is your responsibility to drop classes! Do not rely on your instructors to drop classes for you.

Important Government/Federal Regulations That May Affect Your 2018-19 Financial Aid Eligibility

Pell Grant Lifetime Eligibility Used (LEU)

Federal regulation now limits Pell Grant to the equivalent of 12 full time semesters or 600% LEU for your entire academic career. This regulation is retroactive to the first time you attended college and received a Pell grant. It does not include terms you did not receive a Pell grant. You can log on to www.nslds.ed.gov and view your current LEU.

High School Diploma, GED Requirements

Federal regulation states that only students with a high school diploma or GED are eligible for federal financial aid. Students can no longer qualify for federal financial aid by passing an Ability to Benefit Test (ATB) or completing 6 Degree Applicable Units. This regulation applies only to students who enroll in a degree program after July 1, 2012 for the first time.

Undeclared Major Not Eligible for Federal Financial Aid

Per federal regulation, only students with a declared academic major are eligible for Federal Financial Aid. Undecided majors and Local Certificates are not eligible. Declare a major by scheduling an appointment with your academic advisor or counselor and completing an Educational Plan, and then be sure to let the Financial Aid Office know.

Student Loan Limits for First Time Borrowers and Interest Subsidy

Beginning July 1, 2013 first time borrowers may only receive Direct Subsidized Loans up to 150% of their current program. At West Hills College, this is 6 full-time terms for most students pursuing an associate degree. Students may lose interest subsidy if they change their program and don't complete within the specified time. The repayment period begins six months after the student is no longer enrolled at least half- time.

Pace of Progress

Based on Federal Regulation, the college must evaluate each student's cumulative academic progress. This includes each student's entire academic history at West Hills College. We can no longer look at a student's academic performance in recent terms to consider appeals and reinstatement. To meet Satisfactory Academic Progress, students must have completed 70% of all units attempted. This ratio is called your Pace of Progress. To maintain Satisfactory Status, students must also maintain a cumulative Grade Point Average (GPA) of 2.0.

Financial Aid Course Repeat Policy

Federal regulations limits the number of times a student may get paid financial aid for courses being repeated. Previously passed courses with a "D" or better can only be repeated once for financial aid payment. However, all repeated courses count toward your Satisfactory Academic Progress (SAP), calculations for GPA, Pace of Progress, and Unit Completion requirements. Federal repeat regulations apply to financial aid. State repeat regulations are different and apply to enrollment.

Educational Plans

A new state law requires that all community college students have an Educational Plan (ED). Financial aid will continue to require Ed Plans for appeals. Having an Ed Plan keeps you on track to reach your goal, and is one of the requirements in order to maintain your priority registration.

Constitution Day

Constitution Day was created by the U.S. Department of Education so that colleges awarding Federal Financial Aid would hold events focusing on the U.S. Constitution. We hold our celebration on or about September 17th each year, the anniversary of the Constitution's ratification. Look for announcements to see what each campus will be doing to celebrate this important date in American history.

Consumer Information & Other Resources

Accreditation

<http://westhillscollege.com/district/about/accreditation.asp>

Campus Security Policy

<http://westhillscollege.com/lemoore/about/campus-safety/index.asp>

<http://westhillscollege.com/coalinga/about/campus-safety/index.asp>

Crime Statistics

<http://westhillscollege.com/lemoore/student-life/campus-safety/crime-statistics.php>

<http://www.westhillscollege.com/coalinga/student-life/campus-safety/crime-statistics.php>

Constitution Day September 17th each year

<http://ifap.ed.gov/fregisters/FR05242005.html>

Drug and Alcohol Policy

<http://www.westhillscollege.com/lemoore/about/campus-safety/index.asp>

Eligible Degree Programs (except for Local Certificates - LC)

<http://www.westhillscollege.com/coalinga/academics/programs/index.asp>

<http://www.westhillscollege.com/lemoore/academics/programs/index.asp>

Emergency Preparedness

<http://www.westhillscollege.com/coalinga/about/campus-safety/index.asp>

<http://westhillscollege.com/lemoore/about/campus-safety/index.asp>

International Students

http://www.westhillscollege.com/coalinga/students/student_programs/international_students/index.asp

Major Selection/Academic Advising

http://www.westhillscollege.com/coalinga/students/student_services/counseling/index.asp

http://www.westhillscollege.com/lemoore/students/student_services/counseling/index.asp

Privacy - Federal Educational Privacy Rights (FERPA) and Authorization to Release Information

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Services for Disabled Students

http://www.westhillscollege.com/lemoore/students/student_programs/dsps/index.asp

http://www.westhillscollege.com/coalinga/students/student_programs/dsps/index.asp

Student Rights and Responsibilities

http://www.westhillscollege.com/coalinga/students/student_services/matriculation.asp

<http://www.westhillscollege.com/coalinga/academics/catalog/index.asp>

Textbook Information

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=34905&catalogId=10001>

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=34904&catalogId=10001>

Index

A

AB540 4, 10

Aid

- Federal 11
- State 11
- Types 11

C

CA College Promise Grant (CCPG) 4, 10

Loss 4

California Dream Act 10

Constitution Day 16, 17

Cost of Attendance 9

Course Repeat Policy 7, 16

D

Dependency

- Override 5
- Status 5

Diploma, High School 16

Direct Deposit 7, 8

Documents 6

E

Educational Plans 8, 16

EFC. *See* Family Contribution

Eligibility 8

F

FAFSA 9, 12, 13

- Application 1, 4, 6
- Filing Deadline 4
- results 4
- School Codes 4

Family Contribution 9

Free Application for Federal Student Aid. *See* FAFSA

G

GED 16

I

Information Release 8

L

Loans 12

- Apply 13
- Borrowing Limits 13
- Exit Counseling 13
- Lifetime Undergraduate Limits 13
- Limits 16
- Parent PLUS 12
- Policies and Regulations 14
- Processing Timelines 13
- Repayment 14
- Repayment, Withdrawal 14
- Subsidized Direct 12
- Unsubsidized Direct 12

M

Major Declaration 16

N

Need, Financial 9

P

Pell Grant 11

- Disbursement 7
- Lifetime Eligibility Used 16
- Overpayment 15

Privacy 8

Progress 16

R

Resources 17

S

SAP (Standards for Satisfactory Academic Progress) 8

Scholarships 11

- Checks 8
- scams 11

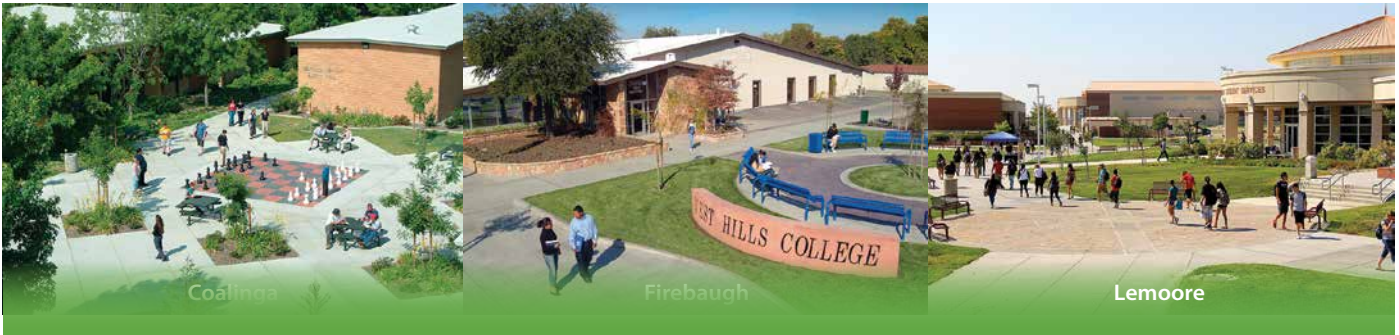
W

Withdrawal Dates 15

Work Study 11, 12

- applying 12
- Eligibility 12

West Hills College Financial Aid Offices



Coalinga

300 Cherry Lane
Coalinga, CA 93210

Office Hours

(Hours subject to change. Call for updated hours)

Monday, Tuesday, Wednesday 8:00 a.m. — 5:00 p.m.

Thursday 10:00 a.m. — 5:00 p.m.

Friday 8:00 a.m. — 5:00 p.m.

Contact Us

(559) 934-2310 phone — (559) 934-2830 fax

North District Center — Firebaugh

1511 Ninth Street
Firebaugh, CA 93622

Office Hours

(Hours subject to change. Call for updated hours)

Monday-Friday 8:00 a.m. — 5:00 p.m.

Contact Us

(559) 934-2961 phone — (559) 934-2877 fax

Lemoore

555 College Avenue
Lemoore, CA 93245

Office Hours

(Hours subject to change. Call for updated hours)

Monday, Tuesday, Thursday 8:00 a.m. — 5:00 p.m.

Wednesday 10:30 a.m. — 5:00 p.m.

Friday 8:00 a.m. — 12:00 p.m.

Contact Us

(559) 925-3310 phone — (559) 925-3820 fax